

DEPARTMENT OF COMMUNITY SERVICES

TOWN OF HANOVER

TOWN HALL, 550 HANOVER STREET, HANOVER, MA 02339 • (T) 781-826-6400 • (EMAIL) COMMUNITYSERVICES@HANOVER-MA.GOV

PHONE

FAX

MUNICIPAL INSPECTIONS: (781) 826-6400
JOHN CURTIS LIBRARY: (781) 826-2972
COUNCIL ON AGING: (781) 924-1913
VISITING NURSES: (781) 826-4971



CONSERVATION: (781) 826-5950
PLANNING: (781) 826-5950
BUILDING: (781) 826-5950
HEALTH: (781) 826-5289

TO: Town's Website, Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments

FROM: Anthony Marino
Director of Community Services/Assistant Town Manager

DATE: July 22, 2015

NOTICE OF VACANCY

DEPARTMENT OF MUNICIPAL INSPECTIONS

COMPUTER SUPPORT

The Town of Hanover seeks qualified candidates for a full-time (35 hours week) entry level Computer Support position. This position will support and maintain the Town's in-house programs in the Department of Community Services. The programs include View Permit-the Town's online permitting software, GIS software for the entire Town and the other programs that require maintenance and support. This includes installing, diagnosing, repairing, maintaining, and upgrading all equipment while ensuring optimal performance. Responsible for troubleshooting problem areas in a timely and accurate fashion, and provide training and assistance where required. This position requires the ability to accurately document software/hardware failure, repair/installation and work with software vendors to ensure problems are resolved. Assist in developing long-term strategies and planning for meeting future computer hardware/software needs. This position requires skills in permitting, land use, and local regulations.

Qualifications: A minimum of an Associate's Degree from college or technical school; or two years related experience and/or training; or equivalent combination of education and experience. The Department of Community Services is heavily dependent on computer use. To perform this job successfully, the holder of this position must have an excellent computer aptitude, the ability and willingness to learn new software quickly.

Deadline for application is August 5, 2015. Please submit an application and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. Salary will commensurate with experience. A full description of the position is available upon request. (Posted 7-22-15)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.